

**JANITORIAL SPECIFICATIONS  
AIR TRAFFIC CONTROL TOWER  
AND  
BASE BUILDING  
MYRTLE BEACH, SOUTH CAROLINA**

**SECTION C-1**

**GENERAL**

**1.1 SCOPE OF WORK.** The Contractor shall provide all personnel, equipment, tools, materials, supervision, and services necessary to perform custodial services as specified in contract for services at the Air Traffic Control Tower and Base Building, Myrtle Beach, South Carolina. The Contractor shall perform to the standards in this contract. The Contractor shall provide a square-foot price for any deletions or additions to this contract during the base year and two option years.

The Contractor shall schedule and perform 100% of the work at frequencies listed in the Task and Frequency Charts, plus any other related services designated herein. The standards defined and the frequencies listed in the Task and Frequency Charts are the minimum standards and frequencies that must be maintained.

**1.2 PERSONNEL.**

1.2.1. Contract Manager. The Contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate(s) who shall act for the Contractor when the manager is absent shall be designated in writing to the contracting officer prior to contract start date. The manager shall not rely on the Contracting Officer Representative (COR) to remind him/her of reports, schedules, etc. that are due. Both managers shall be certified as to qualifications in the knowledge and the safe use of chemicals, cleaning compounds, and equipment operation.

1.2.1.1. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

1.2.1.2. The contract manager or alternate shall be available during normal FAA duty hours (8:00 a.m. to 3:30 p.m.) within a reasonable time to meet on the installation with Government personnel designated by the contracting officer to discuss problem areas. After normal duty hours (10:00 a.m. to 2:00 p.m., Saturday and Sunday) the manager or designated alternate shall be available within a reasonable time.

1.2.2. Employees. The Government reserves the right to restrict the employment of any Contractor employee, or prospective Contractor employee, who is identified as a potential threat to the health, safety, security, general well being, or operational mission of the

installation and its population.

1.2.2.1. Contractor personnel shall groom and attire themselves in a neat, clean manner appropriate to the conduct of government business.

1.2.2.2. The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest.

1.2.2.3. The absence of Contractor employees at any time shall not constitute an excuse for nonperformance of required duties under this contract.

1.2.2.4. The Contractor and his employees shall be subject to all rules and regulations relative to entering and leaving the facility.

1.2.2.5. All employees shall be physically able to do their assigned work and shall be free of communicable diseases.

1.2.2.6. Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.

1.2.2.7. Contractor employees shall report fires and hazardous conditions to the COR, or alternate COR. Items in need of repair, such as dead lights, leaky faucets, toilet stoppages, etc., shall be reported to the COR.

1.2.2.8. If employees discover open safes, they should report that to the COR, or alternate COR.

1.2.3 Security Requirements. Before the contractor can hire anyone to work under this contract, the operator and each person requesting a position under this contract shall submit to the Contracting Officer a records and identification inquiry police report for arrest warrants within Horry County from the Sheriff's office. This will be at the operator or employee's expense. The report must be annotated with the statement "**NO WARRANTS**" before each person will be authorized admittance unto the FAA facility property, or hired for any position under this contract. In adherence to the ASO-700 memorandum, dated February 5, 1999, Procedures of Issuance of Contractor Identification, the contractor personnel engaged in work under this contract shall execute and submit to the COR a properly completed DOT F 1681, Identification Card/Credential Application, SF-85P, Questionnaire for Public Trust Positions and two sets of FD-258, Fingerprint Cards. The COR will be responsible for notifying ASO-711 of any subsequent changes, deletions or additions. These forms are available from the Personnel Security Specialist in ASO-711.2

1.2.3.1. Employees without properly executed forms will not be allowed to work at the facility.

1.2.3.2. The contractor and contract employees shall be subject to all rules and regulations relative to entering and leaving these facilities and to parking in authorized parking spaces. The contractor shall become familiar with the difficulties involved with the cleaning of secure areas in the buildings covered by this contract. When cleaning is scheduled in secure areas janitorial personnel will be expected to contact Manager, Technical Operations for access. The contractor is responsible for locking secure areas after cleaning and for the return of keys to their proper storage place.

1.2.4 Badges. All janitorial employees will wear FAA security badges above the waist, on the front of the body, and on outermost clothing at all times. It is the responsibility of the janitorial employee to notify the COR of a lost badge. A replacement badge can only be approved by the COR. The COR will notify the appropriate party to issue a replacement badge. The retrieval of the lost badge is the responsibility of the contractor and shall be returned to the COR. This is required to assure that unauthorized persons do not use the badge for access to this facility.

1.2.5 Training. The Contractor is responsible for training all individuals as they are hired on the correct cleaning and disinfecting procedures accepted by the custodial profession as written in professional publications, periodicals, trade magazines, etc.

1.2.5.1. Training all employees in the use of Material Safety Data Sheets (MSDS), how to recognize hazards, personal protection, labels, etc., as required by the OSHA Hazard Communication Standard, 1910.1200. Contractor shall maintain a Material Safety Data Sheet Log on site as required by FAA Acquisition Management System Clauses 3.6.3-3 Hazardous Material Identification and Material Safety Data. A copy of each MSDS sheet shall be given to the COR and a list of each chemical being used on site by the Contractor shall be given to the COR.

1.2.5.2. Safe methods and proper dilution of chemicals to retain the integrity of the Environmental Protection Agency standards for germicidal disinfectants.

### **1.3 QUALITY CONTROL.**

1.3.1 Quality Control Plan. The Contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of the contract are provided as specified. One copy of the Contractor's Quality Control Plan shall be provided to the Contracting Officer/COR not later than the pre-performance conference. An updated copy must be provided the Contracting Officer/COR on the contract start date and as changes occur. The plan shall include:

1.3.3.1. A work scheduling system based on the services indicated in the task and frequency charts for cleaning and the indicated time frames shown in the remark column. The schedule shall show by building and area, the day and shift when tasks will be accomplished. The Contractor shall comply with the submitted schedules as approved by the Contracting Officer/COR.

1.3.1.2. An inspection system covering all the services listed on the Frequency Task Chart. It must specify the areas to be inspected on both a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.

1.3.1.3. The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.

1.3.1.4. Records of all inspections conducted by the Contractor and necessary corrective action taken. This documentation shall be made available to the Government during the term of the contract.

1.3.1.5. Step-by-step procedures for proper cleaning of restrooms, showers, and locker rooms to prevent the spread of infectious and contagious diseases.

1.3.1.6. Correct floor care procedures for floor maintenance and carpet maintenance performed by personnel.

**1.4 PHYSICAL SECURITY.** The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

**1.5 HOURS OF OPERATION.** The Air Traffic Control Tower is in operation 16 hours per day, seven days a week, 365/366 days per year, including Federal holidays. **The Contractor will be required to complete janitorial tasks between the hours of 1800 and 2200. Monday, Wednesday and Friday, and more where required to satisfactorily completing all contract requirements.** In many cases, the hours when services are to be performed are shown elsewhere in this contract. Where no hours are

shown, performance shall be at times mutually acceptable to the Contractor and the COR; however, cleaning operations are not to interfere with the normal operations of the Myrtle Beach ATCT. **The cleaning of the tower shades area shall be performed monthly. The tower cab cleaning shall be performed during the hours of 1800 through 2200.** The Tower Console shall be cleaned with the coordination of Air Traffic Supervisor on duty. The scheduled semi annual task of shampooing carpet and detail cleaning the TRACON will be coordinated and scheduled to be completed after operational closing hours of the TRACON.

1.5.1. Recognized Holidays. Holidays observed by Government employees during the term of this contract are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Columbus Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

1.5.2. Specified hours of performance are not shown for some of the services required in this contract. Such work is to be accomplished at times approved by the COR to ensure that there is no conflict with Air Traffic Control Tower operations.

**1.6 CONSERVATION OF UTILITIES.** The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions, which conserve utilities and shall include the following:

1.6.1. Lights shall be used only in areas where and when work is actually being performed.

1.6.2. The workers shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.

1.6.3. Water faucets or valves shall be turned off after the required usage has been accomplished.

**1.7 LOST AND FOUND PROPERTY.** It is the responsibility of the Contractor to ensure that all items of possible personal or monetary value found by the Contractor's employees are turned in to the COR.

**1.8 FLOOR COVERINGS.** Floor coverings vary and include, but are not limited to, vinyl tile, rubber tile, ceramic tile, composition tile, parquet, concrete, carpet, and raised carpet tiles with cable underneath. The Contractor shall be responsible for cleaning each

type of floor covering in the prescribed method recommended by manufacturers and acceptable to the custodial industry.

**1.8 SAFETY.** Contractor is responsible for instructing his employees in appropriate safety measures and informing them of their obligation to obey existing regulations. In addition, the Contractor shall not permit placing or using of mops, brooms, or equipment in traffic lanes or other locations in a manner to create a safety hazard and shall provide appropriate warning signs for slippery areas.

FAA operations in certain areas within the Myrtle Beach Air Traffic Control Tower and Base Building are directed towards the control and separation of air traffic and directly affect national security. The importance of these operations cannot be over stressed. Interference of any kind by the Contractor, his employees, or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could be disastrous in loss of man-hours, property, and perhaps lives. It is of the utmost importance that the noise level in these areas, particularly the TRACON Room, be kept to a minimum. The Contractor shall not plug any of his power-driven equipment into any electrical outlet on the FAA equipment and/or racks. The Contractor employees shall cooperate with the COR/FAA employees in working out the best and safest methods for contract performance work in FAA equipment areas.

Cleaning of floors and walls in or around vending machines shall be coordinated with the COR or supervisory on duty to prevent any damage to the machines or disconnecting power to the machines.

Tower Cab Shades shall be polished off, both sides, semi-monthly with soft cloth or chamois (whether you see anything or not).

## **1.10 STORAGE SPACE AND JANITOR'S CLOSETS.**

1.10.1. Space may be assigned to the Contractor by the COR for the storage of bulk supplies and the equipment which will be used in the performance of the work.

1.10.2. The Government shall not be responsible for damage, maintenance of, and/or loss to Contractor's stored supplies, materials, equipment, or the personal belongings of Contractor's employees caused by fire, theft, accident, or otherwise.

1.10.3. Failure to keep any of the facilities described above in a clean and orderly condition, unsatisfactory to the COR, may result in the withdrawal of the privilege of using them.

1.10.4. Dirty water and cleaning solutions shall be disposed of in slop sinks or floor drains designated by the COR. Floors and fixtures in areas where water is obtained and disposed of shall be kept clean, neat, and sanitary at all times.

## SECTION C-2

### DEFINITIONS

**2.1 TERMINOLOGY.** As used throughout this statement of work, the following terms shall have the meanings set forth below:

2.1.1. Contracting Officer Representative (COR): The Government person responsible for checking Contractor performance.

2.1.2. Acceptable Quality Level (AQL): The number of defects, the maximum percentage of defective work, or the maximum number of defects per hundred units that will be allowed before work is considered unsatisfactory. AQL does not imply that the contractor may knowingly perform in an unsatisfactory way. It means that the

Government recognized that unsatisfactory performance might occur unintentionally. When unsatisfactory performance does not exceed the AQL, the service will not be subject to payment reduction by the Government. The contractor, however, must perform all unsatisfactory work again unless excused by the COR.

2.1.3. Floor Maintenance - General: All floors not having carpet or specified elsewhere as having special flooring shall receive regular floor maintenance. After receiving floor maintenance, the entire floor shall have a uniform glossy appearance and be free of scuff marks, heel marks, and other stains and discoloration. This uniform glossy appearance shall be the acceptable standard. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, desks, and trash receptacles and easily movable items shall be tilted or moved to maintain floors underneath. All moved items shall be returned to their proper position when all operations have been completed. Floor maintenance includes the techniques of dry buffing, spray buffing, stripping, and waxing as required to achieve the above stated results. The techniques used depend upon the materials, equipment and personnel used to do the job and the volume of traffic received by a given floor area. The Contractor shall schedule the application of floor maintenance techniques to room or hallway-sized sections needing work based upon traffic and usage to keep the entire floor up to the standard. (Walk-off Mat Cleaning) Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or washed to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.

2.1.4. Vacuum Carpet: After being vacuumed, the carpeted floor shall be free of all-visible litter and soil. Any spots shall be removed as soon as noticed. The Contractor is responsible for spot cleaning of carpet areas as necessary to assure uniform appearance of the carpet area. Only those methods recommended by manufacturer's maintenance

instructions and current stain removal charts shall be used. Tearing burns and raveling or other damage shall be brought to the attention of the COR.

2.1.5. Steam Clean Carpet: All carpets shall be cleaned using commercially available "minimum moisture" techniques unless specified in the frequency task chart as a dry chemical method only with vacuum extraction. The commercial process to be used must be approved in advance with the COR. Contractor shall schedule work to be performed on weekends or low peak periods to allow for thorough drying. Contractor shall coordinate work schedule with COR. Moveable furniture, trash receptacles and easily moveable items shall be moved by the contractor to insure maximum cleaning of carpet areas. Furniture or other equipment moved during cleaning of carpet shall be returned to their original positions after carpet is dry.

2.1.6. Vacuum/Sweep Tile Floor: After the floor has been vacuumed/swept, the entire floor surface, including corners and abutments shall be free of litter, dust, and foreign debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to sweep underneath.

2.1.7. Mop Floors: After the floor has been swept, all accessible areas shall be mopped. Chairs, trash receptacles, and easily moveable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris, or standing water. There shall be no splash marks or mop streaks on furniture, sills, baseboards, etc., or mop strands remaining in the area. Wet floors will be identified with appropriate signs for employee safety. Wood or carpeted floors shall not be mopped.

2.1.8. Mop/Strip/Wax/Buff Tile Floors: (MOP) All accessible areas shall be mopped. Chairs, trash receptacles, and easily moveable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris, or standing water. There shall be no splash marks or mop streaks on furniture, sills, baseboards, etc., or mop strands remaining in the area. Wet floors will be identified with appropriate signs for employee safety. Wood or carpeted floors shall not be mopped. (STRIP) During the stripping operations, all old wax marks and any foreign matter down to the surface of the floor covering or finish will be removed. All stripping is to be done in accordance with the best commercial practice, using chemical stripping agents or abrasives, or a combination of both. Care will be taken not to damage the floor surface. Immediately prior to machine scrubbing, the floor shall be swept. (WAX) Immediately prior to waxing, the floor will be damp mopped, scrubbed, or stripped as specified for each particular area. (1) Floors will be allowed to dry properly before wax is applied. If the floor has been stripped, the stripping agent shall have been removed or neutralized before waxing. (2) Thin, even uniform coats of non-slip floor wax, approved by the COR, shall be applied over the entire floor area. (BUFF) Hand buffers will only be permitted when power equipment cannot do the particular buffing job required. (1) Where wax had been applied, it will be allowed to dry properly before buffing. (2) The finished area will be



free of streaks, mop strands, trash, etc., and polished to an acceptable luster.

2.1.9. Clean Plumbing Fixtures/Mirrors: Clean restroom fixtures, such as but not limited to: utility sinks, lavatories, commodes, commode seats, urinals, mirrors, wastepaper receptacles, paper towel holders, flush valves, fixture trim, etc. Thoroughly clean by methods, chemicals, and equipment, all of which were made for and intended, and/or recommended by, reliable sources to be used for required cleaning of the type surfaces and materials involved. Thorough and complete cleaning shall include but not limited to: (1) complete removal of all foreign matter, scum, dirt, water spots, grease, spillage, drippings, stains, filth, encrustation, and any other substance where disease spreading bacteria thrive; (2) completely check hidden areas to ensure that all complete removal as stated above has been accomplished; (3) completely sanitize commodes, commode seats, urinals, and flush valves with those products that have been tested and proven by reliable sources to be effective in giving a lasting bacteriostatic effect against bacteria contamination and growth. A deodorant/disinfecting solution shall be used during mopping and thorough cleaning of floor. Wastebaskets empty daily. Spot clean restroom walls and toilet stalls. Clean all bright metal surfaces.

2.1.10. Collect Paper/Trash: All wastebaskets, cigarette butt receptacles, and other trash containers shall be emptied and returned to their initial location. Wash inside and out or steam-clean cans used for collection of food remnants each day. Boxes, cans and papers placed near a trash receptacle and identified, as "TRASH" shall be removed. Any obviously soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. Ashes and debris shall be removed from cigarette butt receptacles and placed in a nonflammable container. The Contractor shall dispose of trash in plastic bags secured with bag ties. Collected trash shall be deposited in the approved trash collection containers. The Contractor shall collect all packing materials and empty shipping containers and place in designated trash receptacle.

2.1.11. Clean Walls/Ceilings/Plenum. Low cleaning shall be all dust, lint, litter, and dry soil shall be removed from the horizontal and vertical surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment; and from ledges, windowsills, handrails, door frames, doors, etc., to a line 7'0" above the floor level. Cleaning of operational equipment must be coordinated in advance with operational personnel on duty. Cleaning products for various surfaces and finishes shall be approved by the COR prior to use. Vacuuming of fabric-covered furniture, draperies, blinds, and waxing and polishing of furniture is included. High cleaning shall be all dust, lint, litter, and dry soil shall be removed from all surfaces above 7'0", which includes piping and cable trays, and their supports. Venetian blinds and vertical shades, where installed, are included in high cleaning.

2.1.12. Replenish Soap/Paper Products: Restrooms shall be stocked so that supplies are continuously available.

2.1.13. Dusting: Dust shall not be moved from spot to spot, but removed directly from the areas in which it lies by the most effective means - appropriately treated dusting cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas on to furniture and equipment below. The following conditions shall exist after the completion of each dusting task: (a) there shall be no dust streaks. (b) Corners, crevices, molding, and ledges shall be free of all dust. (c) There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

2.1.14. Windows - General: Windows are the glass surfaces, which are an integral part of the outer surface of the building. When washing windows, the Contractor will complete work within one week, unless COR allows otherwise.

2.1.15. Clean Interior Window Surfaces: After window has been cleaned, all traces of film, dirt, smudges, water, and other foreign matter shall be removed from frames, casings, sills, and glass. Where sunscreen film materials are applied, only non-abrasive cleaners approved by the film manufacturer shall be used. Cleaners containing ammonia shall not be used.

2.1.16. Clean Exterior Window Surfaces: After a window has been cleaned, all traces of film, dirt, smudges, water deposits, and other foreign matter shall be removed from the frames, casings, sills, and glass. Screens shall be cleaned to the same standards.

2.1.17. Clean Blinds: Blinds shall be cleaned according to manufacturers recommended method of cleaning. Blinds shall not be removed from window facing.

2.1.18. Clean Glass Doors/Walls: Includes all glass partitions, interior and exterior glass doors, display cases, directory boards, and draft shields on windows, mirrors, and adjacent trim. After glass cleaning, there shall be no traces of film dirt, smudges, water, and other foreign matter.

2.1.19 Police Pickup Trash: Police and pick up areas in and around all outside entrances. Clean glass doors and other glass in front entrances and polish push plates. Sweep and pick up around outside entrances.

## **2.2. GENERAL TASK CLARIFICATION.**

2.2.1. Clean Drinking Fountain: Disinfect all porcelain and polished metal surfaces, including the orifices and drain. After cleaning, the entire drinking fountain and the splash areas around the fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious soil. Clean all bright metal surfaces.

2.2.2. Minor Construction Cleanup: Spot vacuum and spot clean adjacent areas to prevent scattering and tracking of debris.

## 2.3 EXPLANATION OF CODES FOR FREQUENCY TASK CHART

<u>SYMBOL</u>	<u>DESCRIPTION</u>
D4	Daily, 4 days per week – Monday, Wednesday, Thursday, Saturday.
Weekly	Accomplished every Monday.
Monthly	Accomplished during 2 <sup>nd</sup> week of the month
Quarterly	Accomplish all quarterly tasks during 2 <sup>nd</sup> week of December, March, June and September.
Semi-Annual	Accomplish all semi-annual tasks beginning the 2 <sup>nd</sup> week of December and June.
Annual	Accomplish all annual tasks beginning the 2 <sup>nd</sup> week of June.
*	<b>Perform task only if COR or Unit personnel is present.</b>

<u>SURFACE SYMBOL</u>	<u>SURFACE TYPE</u>
CT	Ceramic Tile
VT	Vinyl Tile
C	Carpet
CEM	Cement
CMP	Composition Tile (Raised Floor Tile) <b>Must be only damped mopped</b>
R	Rubber Mat
W	Wood
P	Parquet

## **SECTION C-3**

### **GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

**3.1 GENERAL.** The Government shall provide, without cost, the facilities, equipment, materials, and/or services listed below.

#### **3.2 PROPERTY.**

3.2.1. Facilities. The Government will furnish designated storage space for work related to this contract. The Contractor shall not construct any new building facilities or structures on Government property nor make any structural changes without written approval of the COR. Structural repairs required during the term of the contract shall be reported to the COR for appropriate action. The Contractor shall reimburse the Government for repairs not attributable to fair wear and tear. The Government shall furnish a reasonable amount of utilities from existing sources and central vacuum systems in operations equipment areas. In areas where central vacuum systems are provided, they are the only vacuum cleaners approved for use within those areas unless exceptions are approved in advance by the COR. These utilities are to be used only in connection with the performance of this contract.

3.2.2. The Contractor shall maintain such building space to the same standards as similar areas occupied by the Government.

3.2.3. The Contractor shall vacate such building space and restore the premises to the conditions in which received at his/her expense, fair wear and tear excepted, by the time stated for contract completion.

**3.3 SERVICES.** The Government will provide the following services.

3.3.1. Utilities. The Government will furnish natural gas, electrical power, sewer service, and water at no cost to the Contractor during performance of the contract.

## SECTION C-4

### CONTRACTOR-FURNISHED ITEMS AND SERVICES

**4.1 GENERAL.** Except for those items or services specifically stated to be Government furnished in Section C-3, the Contractor shall furnish everything perform this performance work statement.

**4.2 QUALITY STANDARDS.** The Contractor shall furnish all equipment, materials, and tools necessary to properly perform the work defined in this contract.

4.2.1. Equipment. All equipment shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings, or building surfaces.

4.2.1.1. All electrical equipment used by the Contractor shall be Underwriter's Laboratories (UL) approved or equivalent for overseas area. This equipment must operate using existing building circuits. It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing building circuits.

4.2.1.2. Vacuums for carpeted floors shall be of commercial quality.

4.2.1.3. Plastic Trashcan Liners. The Contractor shall furnish plastic trashcan liners of adequate quality to protect each trashcan.

4.2.1.4. Restroom Supplies. The Contractor shall furnish the following restroom supplies. Samples of materials shall be submitted to the Contracting Officer/COR for approval prior to contract start and whenever a change occurs. Supplies shall be approved in advance of use by the COR.

- Hand Soap
- Dishwashing Soap
- Paper Hand Towels
- Toilet Paper
- Plastic Garbage Bags
- Air Fresheners
- Bleach
- Deodorizer spray
- Deodorant for urinals/toilet bowls
- Signs for wet floor

4.2.1.5. Miscellaneous Contractor-Furnished Items:

Cleaners  
Disinfectants  
Polishes  
Tile cleaner  
Floor wax  
Plain rags  
Dust control rags  
Feather dusters

## **PART I - SECTION G**

### **CONTRACT ADMINISTRATION DATA**

**1.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR).** The Contracting Officer may designate a COR to act as his/her authorized representative for one or more contract administration functions not involving a change in the scope, price, terms, or conditions of the contract. The Contracting Officers Representative has limited authority to act for the Contracting Officer. The exact duties and responsibilities of the COR are stated in the COR designation letter.

**1.2 APPROVALS.** All materials or methods not specified and which the Contractor proposes to use shall be approved by the COR. It is not intended to preclude the use of new, accepted and approved products or methods.

**1.3 INVOICES.** Payment will be made monthly in arrears. The following information is required on invoices for recurring contracts:

1. Invoice date.
2. Name of business and complete mailing address.
3. Remittance address if different from mailing address where check is to be sent.
4. Federal tax identification number.
5. Description and monthly charges must agree with information on contract. The total year's charges MUST be on the invoice.

For example: 12 months @ \$\_\_\_\_\_ per month = \$ \_\_\_\_\_ for total year.

6. Contract Number

The Vendor Express Program requires the vendor to fill out an SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form through their bank.

**1.4 INTERFERENCE WITH BUSINESS.** The service shall be performed in such a way that there will be no interruption to, or interference with, the normal operation of Government business on the premises.

**1.5 OTHER CONTRACTS.** The Government may undertake or award other contracts for additional work and the Contractor shall fully cooperate with such other Contractors and Government employees and carefully fit his own work to such additional work as may be directed by the COR. The Contractor shall not commit or permit any act, which will interfere with the performance of work by any other Contractor, or by Government employees.

**1.6 CORRESPONDENCE.** Proper routing and distribution of correspondence is required to ensure that the Contracting Officer has knowledge of pertinent action taken relating to the contract. The Contractor shall furnish to the Contracting Officer copies of all written correspondence including transmittal letters to the COR.

**1.7 ORDINANCES.** The Contractor shall comply with all local laws, ordinances and regulations, and shall obtain and pay for all necessary permits and licenses.



**PART I - SECTION H**  
**SPECIAL CONTRACT REQUIREMENTS**

**1.1 SECURITY.**

a. The Contractor and each of his employees engaged in work under this contract shall execute Standard Form 85P, Questionnaire for Public Trust Positions (1 copy), and Standard Form 258, Fingerprint Chart (2 copies), and Optional Form 306, Declaration for Federal Employment, Questions 1-16a. Forms will be furnished by the Federal Aviation Administration.

b. Executed forms shall be submitted to the Contracting Officer's Representative not later than the first day employees report to the Myrtle Beach ATCT for work. Employees without properly executed forms will not be allowed to work on the site until they comply with this rule.

c. Only Contractor's employees who receive favorable security checks will be allowed to work under this contract. Those who receive unfavorable security checks will not be allowed to work at Myrtle Beach Air Traffic Control Tower and Base Building. It is a requirement of the Contractor to provide sufficient backup employees to fill in for unexpected absences or resignations.

d. Contractor's employees who previously submitted Standard Forms 86 and 87 for work under other Federal Aviation Administration contracts need not submit new forms provided it has been less than two years since their original forms were processed.

**1.2 EMPLOYEE IDENTIFICATION.** While on FAA premises, all janitorial employees will wear FAA security badges. Badges must be worn on the outer garment and must be clearly visible and identifiable.

**1.3 SUPERVISION OF SERVICES.** The Contractor shall arrange for satisfactory supervision of the contracted work. The supervisor shall be available at all times during the contract period for consultations with the Contracting Officer or his representative.

Contract employees shall not take direction from any FAA employee except the COR, the alternate COR.

**1.4 PERFORMANCE EVALUATION.** All work shall be performed in a workmanlike manner and with a minimum of interference with activities of the FAA. All services

performed by the Contractor shall be performed to the Government's satisfaction. The authorized Contracting Officer's Representative will perform inspection and acceptance by the Government.

a. For any day that service is required and the Contractor does not perform, and/or does not provide another party to perform for him, the Government shall deduct for each day service is not accomplished. If the Contractor fails to provide another party to perform contracted services, the Government may do so. Any excess costs to Government resulting from such action shall be withheld from any monies due the Contractor.

b. Any time that deficiencies are noted in the services performed and the Contractor fails or refuses to satisfactorily correct such condition of unsatisfactory performance within four hours after notification of the Contractor (or within an extended period authorized by the Contracting Officer) the Government may hire another party to cure the deficiencies. Any costs to Government resulting from this action shall be withheld from any monies due or to become due to the Contractor.

#### **1.5 WAGE DETERMINATIONS.**

The contractor shall pay not less than the minimum hourly rates of wages as set forth in the current Wage Rate Determination of the Secretary of Labor as required by the Service Contract Act of 1965, as amended.